



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**FINANCE & PERFORMANCE MANAGEMENT COMMITTEE
MEETING MINUTES
NOVEMBER 13, 2017**

Committee Chair Barkley called the November 13, 2017 Finance & Performance Management Committee meeting to order at 9:00 AM. Members present: Joe Barkley, Dave Eggers, Bill Jonson, Josh Shulman, and Richard Bennett. Members absent: Brian Scott. Also present were: Brad Miller, CEO, and PSTA staff members.

Committee Chair Barkley mentioned the recent *Tampa Bay Times* article announcing the departure of Hillsborough Area Regional Transit Authority's (HART) CEO, Katharine Eagan. He added that HART has introduced an autonomous vehicle pilot in Tampa and received front page press coverage. He also reiterated that it is imperative that PSTA garner press coverage for its innovative programs as well.

INFORMATION ITEM

Consolidated Bus Purchase Savings – Mr. Miller presented options for the \$2.6 million in savings incurred from the Gillig hybrid bus purchase of October 2017. He is recommending \$50,000 be set aside for an autonomous vehicle study, plus one of the following: \$2.7 million in necessary facility improvements to support an electric bus fleet, \$2.58 million to purchase three electric buses, or \$2.25 million to purchase three hybrid electric buses. There is also an option to retain the savings in the PSTA Capital Reserves. The Committee had questions relating to the routes slated for the electric buses to operate, the environmental impact to the fleet, and the effect of the investment to the operating budget. All agreed it might be too early to purchase three additional electric vehicles. Both Mr. Jonson and Mr. Eggers stated they need more time to review the spreadsheets and would not make a recommendation to take action at this time.

ACTION ITEMS

October 18, 2017 Meeting Minutes – Mr. Jonson made a motion, seconded by Mr. Shulman, to approve the minutes. Motion passed unanimously.

[Committee Chair Barkley left the meeting at 9:45 AM; Committee Vice-Chair Jonson chaired the remainder of the meeting.]

Professional Recruiting Contracts – Larry Longenecker, Director of Human Resources, presented an action item to approve moving forward with five year contracts at a maximum of \$300,000 per firm with seven consulting firms for current and future recruiting services. Mr. Eggers asked how many positions at PSTA require this type of recruitment. Mr. Longenecker stated that it is less than a dozen positions and the typical cost of recruiting services is \$25,000 - \$35,000. Mr. Shulman inquired what the previous contractual amount was for recruitment services and he was told \$200,000. Mr. Shulman made a motion, seconded by Mr. Eggers, to recommend approval of contracts in the amount of \$200,000 per firm. There were no public comments. Motion passed unanimously.

Transit Asset Management Plan (TAMP) Consultant – Henry Lukasik, Director of Maintenance, explained that PSTA is mandated by federal legislation to complete an asset management plan to improve the condition and performance of its transportation assets. Mr. Lukasik informed the Committee that PSTA joined with HART to hire a consultant to develop their TAMP. Staff is recommending Gannett Fleming at a cost not to exceed \$210,000. Mr. Eggers suggested PSTA include their significant cost-saving and maintenance refurbishing efforts of the bus fleet in the TAMP report. Mr. Eggers made a motion, seconded by Mr. Shulman, to recommend approval of a contract with Gannett Fleming. There were no public comments. Motion passed unanimously.

REPORTS

Monthly Financial Statement – The financial statements were included in the packet. Debbie Leous, Chief Financial Officer, gave a brief summary of the reports for the month ending September 30, 2017.

Quarterly Reports - The Committee received the quarterly reports in their agenda packet.

Ridership/Performance – The report was handed out at the meeting. Mr. Miller indicated that the termination of the Jolley Trolley service to the Clearwater Marine Aquarium negatively affected ridership for the 3rd Quarter.

FUTURE MEETING SUBJECTS

The Committee was provided with a list of upcoming meeting subjects.

OTHER BUSINESS

Modern Transit Campaign – Cyndi Raskin-Schmitt, Director of Communications and Marketing, gave a sneak peek of the advertising campaign targeted to non-riders and tax-paying citizens of Pinellas County. Ms. Raskin-Schmitt explained the purpose of the campaign is to build awareness of PSTA products and services and draw in choice riders. The advertisement will begin running on Cable TV, social media, and bus advertising in January 2018. Mr. Shulman suggested we include Facebook, Instagram and Twitter apps, in addition to the psta.net website in the commercial. The commercial will be shown to the Board at their December 6th meeting.

ADJOURNMENT

The meeting was adjourned at 10:35 AM. The next Finance & Performance Management Committee meeting will be held on January 18th at 9:00 AM.